

PLAGIARISM

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new an idea or product that came from an existing source

HOW TO AVOID PLAGIARISM

To avoid plagiarism, individuals must provide a reference list or bibliography for all scholarly work done. This is referred to as citing sources. Citations are a short way to uniquely identify a published work (e.g. book, article, chapter, web site). It is also important for individuals to practice in text citations. This is making reference to the information you borrowed in the body of your and identifying the author at the same time.

It's important to cite sources you used in your research for several reasons. Such reasons are:

- To show your reader you've done proper research by listing sources you used to get your information
- To be a responsible scholar by giving credit to other researchers and acknowledging their ideas
- To avoid plagiarism by quoting words and ideas used by others
- To show your teachers that you have done your research.
- To give credit to others for work they have done.
- To point your teachers or readers to sources that may be useful to them.
- To allow your teachers to be able to check your sources, if there are questions they need to clarify.
- To allow your teacher to track down the sources you used.
- Citing a source means that you show, within the body of your text, that you took words and ideas, figures, images, etc. from another place and use them in your work.

Your reference list must be the last page to appear at the end of your paper. It must provide the information necessary for a reader to locate and retrieve any source you cite in the body of your

paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your written piece using in text citations.

A reference list consists of standard elements, and contains all the information necessary to identify where your information came from. Each item in a reference list is called an entry. Each entry includes:

- author name(s)
- titles of books, articles, and journals
- Series information(if necessary)
- date of publication
- place of publication
- volume and issue numbers (if necessary)

There are several guidelines that govern how a reference entry is written. Those guidelines are:

- ❖ Begin a new page for references with the title REFERENCES at the top
- ❖ If the author is not stated , start with the title of the book
- ❖ If the publication date is not given, place in brackets n.d. to indicate **no date**
- ❖ Separate each item of the citation with a period and two spaces
- ❖ Use hanging indents (1/2 inch) in the second line if information continues to a new line
- ❖ Reference list entries should be alphabetized by the last name of the first author of each work.
- ❖ All citations with a hanging indent must be have a double space
- ❖ If the author has a middle initial, write it after the period which follows the first initial, then end with another period. e.g. Dixon, B.C.
- ❖ List entries alphabetically by author, if no author is given list the title first
- ❖ When writing a reference list, only the first word in the title of a book must be written in capital, along with all other proper nouns.
- ❖ If a book has a sub- title, use a colon after the title and write the sub title. Only the first word in the subtitle must be written using a capital letter.

- ❖ If the book is a part of a series, write the series name after you have written the title of the book. If the book is also has an edition number it is also written after the title of the book.
- ❖ If an editor is given and no author is stated, begin your reference entry using the name of the editor. Be sure to however note ed. In brackets to identify that the book editor is credited for the book and not the author.
- ❖ If a corporate body is responsible for the information being used, begin your entry with the name of the corporate body.

Referencing/Citing Sources in Your Research Paper

Quoting Material -What is quoting?

Taking the exact words from an original source is called quoting. You should quote material when you believe the way the original author expresses an idea is the most effective means of communicating the point you want to make. If you want to borrow an idea from an author, but do not need his or her exact words, you should try paraphrasing instead of quoting. Paraphrasing in your own words will help you avoid plagiarizing.

Whenever you use a quotation from an author or summarize or paraphrase a person's ideas or research, you must identify (reference/cite) the source. This is called in-text citation. In text citation is formatted with parentheses and shows:

- ❖ the last name of the author(s) of the work
- ❖ the direct words spoken by the author
- ❖ the year of publication
- ❖ the page number(s) if available. Page number must be preceded by p.

When you use a direct quote in sentences, you must cite its source. This is done by writing the authors name in parenthesis () or in your text. Direct speech made must be written in quotation marks.

EXAMPLE 1:

Lee (2007) stated, “The ability to think critically is needed in this revolutionary age of technological change” (p. 82).

EXAMPLE 2:

One researcher emphasized that “the ability to think critically is needed in this revolutionary age of technological change” (Lee, 2007, p. 82).

WRITING REFERENCE ENTRIES

A reference entry is written differently depending on where the information was obtained. A reference entry for a book has five main areas. They are:

- ❖ The authors’ name which is always written in inverted form
- ❖ The date of publication or copy right date
- ❖ The title/sub title of the book
- ❖ The place of publication or where the book was written
- ❖ The publisher

EXAMPLE:

Authors name. (Year of publication). Title of work: Subtitle. Location (Place of
Publication: Publisher.

NB-This information is obtained from the copyright page. The copyright page is found on the other side of the title page.

If your information was taken from a book it is written in several ways such as:

BOOKS BY ONE AUTHOR

A, A. (Year of publication). Title of work: Subtitle. Location: (Place of publication):
publisher.

BOOKS BY TWO AUTHORS

A, A., & Author B, B. (Year of publication). Title of work: Subtitle. Location (Place of

Publication: publisher.

BOOKS BY THREE TO SEVEN AUTHORS

A, A. , B, B. , C, C., D,D.,E,E., F, F.& G,G. (Year of publication). Title of work: Subtitle.

Location (place of publication): publisher

BOOKS BY SEVEN OR MORE AUTHORS

A, A., B, B., C, C., D,D.,E,E., F,F.&... G,G. (Year of publication). Title of work: Subtitle.

Location (place of publication): publisher.

N.B. All punctuation marks must be observed throughout reference entries being made. Failure to use punctuation means that your information is null and void.

REFERENCE ENTRY FROM A CORPORATE BODY

Corporate body name. (date of publication).Title of article. Place of publication: Publisher

American Psychological Association. (2003). Plagiarism and its consequences. Oxford: Nelsons
Publishing.

REFERENCING ON LINE ARTICLES

Online articles are written stating , the name of the author(s), date of publication, title/subtitle of article (if one is given), when the information was retrieved and URL address of where it was retrieved fro.

Authors name. (Date of publication). Title of article:sub title. Retrieved (date) from

<http://www.someaddress.com/full/url/>.

EXAMPLE:

Bernstein, M. (2002). 10 tips on writing the living Web. Retrieved Aug.13, 2016 from

<http://www.alistapart.com/articles/writeliving>

ARTICLES RETRIEVED FROM THE NEWSPAPER/MAGAZINE

When you are creating your newspaper citation, you must keep in mind that:

- ❖ Before writing page numbers for newspaper articles you must use the letter with p. (for a single page) or pp. (for multiple pages).
- ❖ If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (e.g., pp. B1, B3, B5-B7). Discontinuous means that the pages with the information does not run one behind the other.

PRINT FORMAT

Author, A.A. (Year, Month Date of Publication). Article title: sub title. Newspaper masthead,
pp. xx-xx.

NB-xx-xx represents the section of the newspaper. The newspaper masthead is the name of the news paper or the name of the magazine being use.

Rosenberg, G. (1997, March 31). Electronic discovery proves an effective legal weapon. The
New York Times, p. D5

ELECTRONIC FORMAT

Author, A. A. (Year, Month Date of publication). Title of article. Newspaper masthead.

Retrieved from <http://www.someaddress.com/full/url/>

Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. The New York
Times. Retrieved from <http://well.blogs.nytimes.com/2008/05/06/psychiatry-handbook-linked-to-drug-industry/>

ARTICLE RETRIEVED FROM ENCYCLOPEIDAS

PRINT ENCYCLOPEIDIA

Last, F. M., & Last, F. M. (Year Published). Article title. In *Encyclopedia Name*. (Vol.#, pp.

Page(s). City, State: Publisher.

McGhee, K., & McKay, G. (2007). Insects. In *Encyclopedia of Animals*. (pp. 170-171).

Washington, DC: National Geographic Society.

NON PRINT ENCYCLOPEDIA

Last, F. M., & Last, F. M. (Year Published) Article title. In Encyclopedia Name. Retrieved from
URL.

McGhee, K., & McKay, G. (2007). Insects. In Encyclopedia of Animals. Retrieved from
<http://books.google.com>.

REFERENCE ENTRY FOR E-BOOKS

NB-The reference entry for a whole e-book should include elements of author, date, title (with e-reader book type in square brackets if applicable; italicize the title but not the bracketed material), and source (URL or DOI):

Authors' name. (Year). Title of book [E- reader version, if applicable]. Retrieved from
<http://xxxxx>

Authors' name. (Year). Title of book [E- reader version, if applicable]. Retrieved from
<doi:xxxxx>

NB- If the book being used was read or acquired through an online library (e.g., Google Books, ebrary, NetLibrary) and not on an e-reader device; omit the bracketed information from the reference.

URL- A URL is the fundamental network identification for any resource connected to the web (e.g., hypertext pages, images, and sound files)

DOI- A DOI is a digital set of numbers used to identify an article online. DOI stands for Digital Object Identifier and is given to articles so that they can be found no matter where they are located.

REFERENCE ENTRIES FOR ONLINE VIDEOS

Author/Producer/screen name. (Year, Month Day).title[Video file].Retrieved from <http://xxxxx>

PBS Newshour.(2014, February 20).Colorado bombings[Video file].Retrieved from [\[www..youtube.com/watch..\]\(http://www.youtube.com/watch..\)\(Year\).](http://</p></div><div data-bbox=)

REFERENCES ENTRIES FOR DVD VIDEOS

Producers name(s) Producer (s).Title[DVD].Available from <http://xxxxxx>

Douglas, C. (Producers).(2004). Healing river mixology.[DVD].Available from [Heartspeak production. Ca/a-healingriver/](http://</p></div><div data-bbox=)

Evaluating Sources

Before using information found, individuals must validate the sources from which they obtained their information. This done by asking the following questions:

- ❖ Is this web site bias? You must check the ratings of websites if you choose to use that medium for authenticity of information presented. You will want to know if the information is credible as well as if the author is being biased with the information he is presenting.
- ❖ Who is the author? It is important to check the author's credentials to determine whether he/she has the knowledge and authority to supply credible information. Check to see if any contact details are provided.
- ❖ How current is the information? See when the document was created and when it was last updated.
- ❖ What is the author's interest in the material? Can you detect any bias in the content and are you able to determine the purpose of the site? Check the web address to identify the type of organisation producing the document. Be aware that commercial interests and some politically motivated sites may not present a balanced view.

- ❖ What sort of content is there? Can the content be considered comprehensive and of good quality? Does it provide links to other documents? Check which audience the information is aimed at.

FORMATTING A RESEARCH PAPER IN APA

To present your research paper in APA format, the guidelines given by the organization must be adhered to. Presentation of a research paper done in **APA STYLE IS AS FOLLOWS:**

FONT- Paper must be typed in font 12, Times New Romans

PAGE MARGIN:-Margins must be 1 inch from top, bottom and right side of each page.

BODY TEXT LINE SPACING:-All scholarly article written must be double spaced.

PARAGRAPH INDENTATION:-Indent first line of each paragraph ½ inch from left margin.

RUNNING HEADS: - A running header must be at the top of the cover page and all other pages of your research paper. Header must appear ½ inch before top of page, and appears at the top left hand corner of your page. The words **RUNNING HEAD** must precede the title of your paper on front cover **ONLY**. Running head on cover page must be done in **ALL CAPS**. It should be no more than fifty characters. Your **PAGE NUMBER** is positioned at the top right hand corner of your paper.

NB- Subsequent pages will have only the your title in running head at the top either in capital letters or common letters.

ASSIGNMENT TITLE: - This is to be typed in upper or lower case and centered in the middle of your cover page. The only other information that should appear on your cover page than your running head is your title, name institution and lecturer.

References

APA for academic writing.(2016). Retrieved Oct 13 2016 from [http://www. mtroyal
ca/library/files/citation/apa.pdf](http://www.mtroyal.ca/library/files/citation/apa.pdf)

Citation Guide: How to cite books, e-books, chapters.(2016). Retrieved from
libguides.dixie.edu/c.php?g=57887&p=371717

Easy bib: How to cite an Encyclopedia entry. (2016). Retrieved from [www.easybib.com/
reference /guide/apa/encyclopedia](http://www.easybib.com/reference/guide/apa/encyclopedia)

Reference list: Basic rules. (2016). Retrieved from [https://owl.english.purdue.edu/
owl/resource/560/05/](https://owl.english.purdue.edu/owl/resource/560/05/)